Objectives

The purpose of this document is to explain the information viewed on the Student Milestone pages.

Contacts

The contacts in the Office of Registration and Records are:

Sue Lau
Laura Waggoner
Overview

Milestones are used at BGSU to record high school foreign language proficiency and record placement test results.

Security

Only staff within the Office of Registration and Records will have the ability to maintain Student Milestone data. Other members of the University will be able to view this data upon completion of an approved security request.
Process Steps

Navigate: Records and Enrollment > Enroll Students > Student Milestones

**Student Milestones**
Enter any information you have and click Search. Leave fields blank for a list of all values.

To find an existing record enter the BGSU ID and any other known search information. Click the Search Button.

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**Navigate: Records and Enrollment > Enroll Students > Student Milestones**

**Student Milestones**
Enter any information you have and click Search. Leave fields blank for a list of all values.

To find an existing record enter the BGSU ID and any other known search information. Click the Search Button.
The effective Date is the date on which the milestone is recorded and becomes effective. This date will typically be the first date of a term.
The milestone code value and descriptions will indicate the name of the placement test or proficiency.

The milestone level indicates the years of experience in the case of foreign language proficiency or the placement test result.
### Student Milestones

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Academic Career</th>
<th>Academic Program</th>
<th>Program Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling Green State University</td>
<td>Undergraduate</td>
<td>College of Business Admin</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Milestone Details**

- **Milestone Nbr:** 10
- **Milestone:** FLAS
- **Description:** Foreign Language - Amer Sign
- **Formal Description:** HS Foreign Language Proficiency - Amer Sign Lang
- **Milestone Level:** 4YEAR
- **Milestone Title:**

**Effective Date:** 08/25/2008

### Milestone Attempts

Click on the Milestone attempts tab.
The Milestone Complete field is set to ‘Completed’ so it can be used to meet prerequisites and degree audit processes.